

SCHOOL FINANCE

"Multi-Tasker" Planning Calendar

(Your district's actual budget development timeline may differ slightly. Adjust accordingly.) As of April 26, 2018
Go to the "Calendar & Due Dates" webpage for an expanded monthly calendar of events.

	2017-18 Fiscal Year Activities	2018-19 Fiscal Year Activities	2019-20 Fiscal Year Activities
<u>July 2018</u>	<u>DPI REPORTS DUE</u> ✓ PI-1547 17-18 Regular Transportation Report ✓ PI-1505-Calendar 17-18 School Calendar Report <u>MANAGEMENT ISSUES</u> ✓ "Close out" the 2017-2018 Books. ✓ District Financial Auditor on-site. ✓ Compile 17-18 Census Data for report due in August.	<u>MANAGEMENT ISSUES</u> ✓ BOE may approve Preliminary 18-19 Budget ✓ Gather 2018 Summer Class Minutes for Pupil Count and reconcile fees. ✓ Review Revenue Limit for Data Updates. ✓ Familiarize Staff With Student BOE Policy on Residency. ✓ Gather Data for PI-5000 Transfer of Service Requests. ✓ July 1st Aid Estimate * ✓ Cash Flow Analysis (as needed).	
<u>August 2018</u>	<u>DPI REPORTS DUE</u> ✓ PI-1505-Census 17-18 School Census Report ✓ Preparation to submit PI-1505 and PI-1505 AC in early September <u>MANAGEMENT ISSUES</u> ✓ District Financial Auditors - on site	<u>DPI REPORTS DUE</u> ✓ PI-5000 Transfer of Service (18-19 Requests) Part A, Part B and Part C can be entered. Final due dates are in September. ✓ PI-1500 District Contacts Report <u>MANAGEMENT ISSUES</u> ✓ Review Revenue Limit for Data Updates. ✓ Review Procedures for Tracking Who is Transported by Your District. ✓ Cash Flow Analysis (as needed).	
<u>September 2018</u>	<u>DPI REPORTS DUE</u> ✓ PI-1505-SE 17-18 Spec Ed Annual Report ✓ PI-1505-AC Aid Certification Report ✓ PI-1505 17-18 Full Annual Report ✓ PI-1506-AC 17-18 Auditor Aid Certification Report ✓ PI-1506-FB 17-18 Audited Fund Balance Report <u>MANAGEMENT ISSUES</u> ✓ Preparation to Submit Previous Year Annual Report (PI-1505).	<u>DPI REPORTS DUE</u> ✓ PI-5000 Transfer of Service Part A, Part B, & Part C ✓ PI-1804 & 1805 2018 Summer School Reports ✓ PI-1547-SS Pupil Transportation Summer and Interim Session 2018 ✓ PI-1563 3rd Friday in September, 2018 Pupil Count Report ✓ PI-1536 Challenge Academy Pupil Count Report <u>MANAGEMENT ISSUES</u> ✓ Review Revenue Limit for Data Updates. ✓ Cash Flow Analysis (as needed).	

*** July 1st Aid Estimate - The Department of Public Instruction provides districts with a General Equalization Aid Estimate on July 1st for the fiscal year starting July 1st. Note: that this estimated is updated on October 15th. The October 15th Certification of aid is the value/number to be used in the district's budget and Revenue Limit Calculation.**

SCHOOL FINANCE

"Multi-Tasker" Planning Calendar

(Your district's actual budget development timeline may differ slightly. Adjust accordingly.) As of April 26, 2018
 Go to the ["Calendar & Due Dates"](#) webpage for an expanded monthly calendar of events.

	2017-18 Fiscal Year Activities	2018-19 Fiscal Year Activities	2019-20 Fiscal Year Activities
<u>October, 2018</u>	<u>DPI REPORTS DUE</u> ✓ PI-1524 18-19 State Tuition Claim based on 17-18 costs	<u>DPI REPORTS DUE</u> ✓ PI-1541 Inter-district ✓ PI-1542 Intra-district ✓ PI-1588 Supplemental Aid for School Districts with a large Area <u>MANAGEMENT ISSUES</u> ✓ October 15 Aid Certification from DPI ✓ Fall, 2018 Tax Apportionment Values Certified by DOR (mailed by DPI) ✓ Review Revenue Limit, BOE Sets Levies ✓ Final opportunity to Adopt the "Original" Budget. ✓ Set Levy Amounts. ✓ Cash Flow Analysis (as needed).	
<u>November, 2018</u>		<u>DPI REPORTS DUE</u> ✓ PI-401 Fall, 2018 Tax Levy Certification Report Due. ✓ PI-1508 Tax Levy Certification <u>MANAGEMENT ISSUES</u> ✓ Nov 1 - Deadline for BOE to adopt "original" budget and set levy amounts. ✓ Check the PI-1508 to confirm that any referenda for non-recurring or debt issues after 12-31-2014 are reported correctly. ✓ BOE clerk signs tax invoices. ✓ Nov 10 - Deliver PI-1508 Form (tax levy invoices) to municipalities. ✓ PI-1504-SE 18-19 Spec Ed Budget Report due on December 1st. ✓ PI-1504 Budget Report due on December 1st	
<u>December, 2018</u>	<u>DPI REPORTS DUE</u> ✓ PI-1570 18-19 Special Ed High Cost Claim based on 17-18 costs ✓ 17-18 Audited Financial Statements <u>MANAGEMENT ISSUES</u> ✓ Promptly respond to DPI follow-up questions regarding the 17-18 Annual and Special Ed Reports. ✓ Review for changes Grant payments in and out in the PI 1505SE.	<u>DPI REPORTS DUE</u> ✓ PI-1504 Budget Report ✓ PI-1504SE Special Education Fund Budget Report <u>MANAGEMENT ISSUES</u> ✓ Review accounts receivable beginning balances, and "clean up" your balance sheet. ✓ Cash Flow Analysis (as needed).	<u>MANAGEMENT ISSUES</u> ✓ Develop Enrollment Trends for 19-20. ✓ Look at Changing District Dynamics. ✓ Analyze Revenue Trends. ✓ Review Impact of Negotiations. ✓ Develop and Discuss 18-19 Budget Goals and Priorities.

SCHOOL FINANCE

"Multi-Tasker" Planning Calendar

(Your district's actual budget development timeline may differ slightly. Adjust accordingly.) As of April 26, 2018
Go to the ["Calendar & Due Dates" webpage for an expanded monthly calendar of events.](#)

	2017-18 Fiscal Year Activities	2018-19 Fiscal Year Activities	2019-20 Fiscal Year Activities
January, 2019	MANAGEMENT ISSUES ✓ Promptly respond to DPI Audit follow-up questions on Annual Reports & Spec Ed Annual Report data.	✓ Cash Flow Analysis (as needed).	MANAGEMENT ISSUES ✓ Finalize 19-20 Budget Goals and Priorities. ✓ Develop Enrollment Projections for 19-20. ✓ Develop Preliminary 19-20 Revenue Limit Calculation. ✓ Review Staffing Needs for 19-20. (Be mindful of non-renewal deadlines.) ✓ Review Fee Structures for 19-20. ✓ Review Ledger Account Codes in preparation for 19-20 Budget Development. (see WUFAR changes). ✓ Develop Preliminary 19-20 Revenues (including estimates in categorical aids, fees and other local revenues.) Identify potential grant sources. ✓ Develop Preliminary 19-20 Expenditures (including utilities, insurance, maintenance contracts, and other expenditure levels). ✓ Identify Budgets for Funds 38 & 39 (Long-Term Debt). ✓ Get at Bottom Line Picture of New-Year General Fund Budget.
February, 2019		MANAGEMENT ISSUES ✓ DPI Announces Districts Required to have a Membership Audit on 18-19 data. ✓ Cash Flow Analysis (as needed).	MANAGEMENT ISSUES ✓ 19-20 Open Enrollment Application Period. ✓ Distribute 19-20 Budget Parameters to Departments and Begin to Develop Classroom Budgets. ✓ Begin to Develop Summer classes 2019 Budget. ✓ Coordinate or Oversee Budget Development for: Maintenance Food Service Special Ed Substitutes Entitlement Grants Competitive Grants Pupil Tuition ✓ Staffing and Contracted Issues
March, 2019		DPI Reports Due ✓ PI-1563 Challenger Academy MANAGEMENT ISSUES ✓ If needed complete the PI-1563-Challenge Academy - January Reconciliation ✓ Remember to keep your debt schedules updated. Anytime new debt is issued or existing debt has been amended, you need to revise the debt tables in SAFR. ✓ The Open Enrollment team at DPI uses OPAL (Open Enrollment Application Log) to tracks all students participating in your Open Enrollment program for the current year. Each district needs to review the information in OPAL to ensure these students are still participating in the program as indicated.	MANAGEMENT ISSUES ✓ Developing budgets.

SCHOOL FINANCE

"Multi-Tasker" Planning Calendar

(Your district's actual budget development timeline may differ slightly. Adjust accordingly.) As of April 26, 2018
Go to the ["Calendar & Due Dates" webpage for an expanded monthly calendar of events.](#)

	2017-18 Fiscal Year Activities	2018-19 Fiscal Year Activities	2019-20 Fiscal Year Activities
<u>April, 2019</u>		MANAGEMENT ISSUES ✓ As the current budget year progresses, actual expenditures may differ from the original budget that was approved by the Board. Changes in the amount of appropriation and purpose (functions) must be approved by a 2/3rds vote of the Board. You'll also need to publish a class 1 notice of the budget change within 10 days of Board approval. ✓ Set deadline for purchase orders to be "closed" out. This will help you prepare for the upcoming end-of-year fiscal activities. ✓ Cash Flow Analysis (as needed).	MANAGEMENT ISSUES ✓ Add Open Enrollment Revenue/Cost Estimates to Budget after BOE Votes on Applications. ✓ All 19-20 Budgets Due in Main Office. ✓ Start Final Budget Compilation. (re-estimate for any updates.) ✓ Gather Transfer of Service (TOS) Information.
<u>May, 2019</u>		DPI REPORTS DUE ✓ PI-7206 18-19 SAGE Classroom Expansion Claim ✓ Membership Audits Due ✓ PI-1161 Indirect Cost Rate Adjustment form MANAGEMENT ISSUES ✓ Start cleaning up your 18-19 ledger and closing out purchase orders. ✓ Final General Equalized Aid Eligibility (A) ✓ Final Revenue Limit Calculation (B) ✓ Cash Flow Analysis (as needed).	MANAGEMENT ISSUES ✓ Depending on Annual Meeting timeline, finalize 19-20 Budget. Approve for Presentation at Annual Meeting. ✓ Budget Hearing and Adoption & Publication Requirements ✓ Annual Meeting & Meeting Notice Requirements ✓ Staff Fills Out Requisitions/Purchase Orders before checking out for the summer.
<u>June, 2019</u>		DPI REPORTS DUE ✓ PI-1589 Group and Foster Home Report Due MANAGEMENT ISSUES ✓ Continue cleaning up your 18-19 ledger and closing out purchase orders. ✓ Gather pre-audit information for independent CPA audit. ✓ Begin gathering 18-19 Transportation Report data due in July and School Calendar Report data due in August. for reports due in August.	MANAGEMENT ISSUES ✓ BOE may approve Preliminary 19-20 Budget

(A) In the spring of the current fiscal year, DPI updates the District's General Equalization Aid eligibility of the completion of auditing data. Any change plus(+) or minus(-) from the October 15 Certification of aid is added or subtracted from the October 15 of Certification of aid of the next fiscal year.

(B) The DPI is responsible for calculating each district's final Revenue Limit for each fiscal year. By law, any amount that exceeds the districts levy authority is subtracted from the district's June General Equalization Aid Payment.